



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of County Transportation

1409 Coliseum Blvd., Montgomery, Alabama 36110-2060

Phone: (334) 242-6206 FAX: (334) 353-6530

Internet: <http://www.dot.state.al.us>



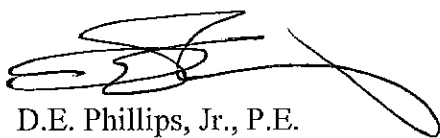
Bob Riley
Governor

Joe McInnes
Transportation Director

June 24, 2010

MEMORANDUM 2010-12

TO: County Engineer and/or
Claims for Refund Clerk

FROM: 
D.E. Phillips, Jr., P.E.
State County Transportation Engineer

Adrienne D. Johnson
Payroll Clerk/Secretary

RE: End of Fiscal Year 2010

It is that time of year when **Claims for Refund forms** must be in this office early. **I am asking that you send August and September, along with July and any other claims you have not sent in by August 16, 2010, so that I can get them processed and to Accounting.**

A few things to remember: using the correct form; all salary figures are correct and in the right order, please check your addition; make sure that you have the correct FEIN listed for your county, if you are not sure, please call and check with me: Notary has signed and a "Notary Seal" is used, and that all claims for FY 2010 have been sent in for processing.

Remember, if these Claims are not in and processed to comply with our deadline then the County will have to go before the State Board of Adjustment and you may or may not get your refund.

Thank you all for your cooperation in making this successful.

DEP:adj